

# Briefing Document System

## User Guide and Training Manual

Bureau of Land Management  
California State Office  
External Affairs  
(916) 978-4610

The California State Office Briefing Document System was researched,  
developed, and designed by the Bureau of Land Management,  
California State Office.

For more information concerning this program, please contact:

Tony Staed  
Deputy State Director, External Affairs  
(916) 978-4611

Rob Cervantes  
Chief, Information Resource Management  
(916) 978-4541

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# Section 1 - Scope

## 1.1 Introduction

Welcome to BLM-California's Briefing Document System – an essential tool for up-to-date information on BLM issues, programs, and projects. If you have comments about this system or would like additional information, please contact the External Affairs Office at (916) 978-4610.

This guide is part of the official training for the BLM-California Briefing Document System. Each Section is designed to help you learn at your own pace. This guide provides step-by-step instructions for viewing, creating, updating, sharing, deleting, and printing briefing documents.

## 1.2 Prerequisites

Before beginning, you should have a working knowledge of your computer, its operating system, and Lotus Notes.

## 1.3 Purpose & Objectives

1. Provide key managers a central place to access BLM-CA briefing documents.
2. Provide key managers and staff a collaborative way to jointly create, update, and monitor BLM-CA briefing documents using an electronic Briefing Document System.
3. Improve the Bureau's response to inquiries from the public, elected officials, other agencies, BLM's Washington Office, Department officials, and Presidential offices using the current status on issues, projects, and programs in the Briefing Document System.

# Section 2 - Accessing the System

The Briefing Document System is accessed through Lotus Notes on your PC or AIX workstation.

## 2.1 Opening the Briefing Document database

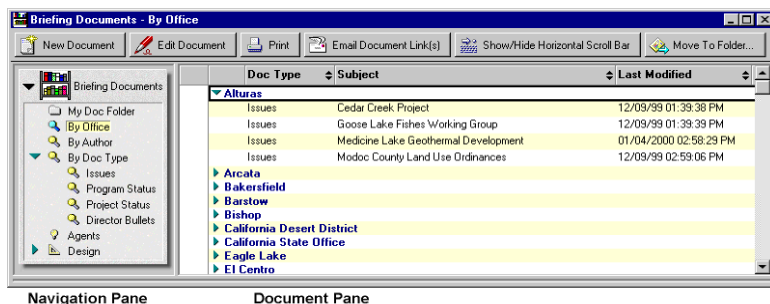
The Briefing Document System is a database in Lotus Notes just like your Email database. To open this database, double click the Briefing Document icon on your Lotus Notes workspace. Note: Lotus Notes must be opened first to access the Briefing Document System.



See **Appendix A** for instructions on opening the Briefing Document System for the first time and placing the database icon on your workspace.








## Section 3 - The database window and layout panes

Upon opening the database, a database window containing several buttons and two layout panes will be displayed. On the left side of the window, the Navigation Pane lists several views which, when clicked, displays a list of documents in the Document Pane, on the right, grouped and sorted according to the view name. These views help you quickly find documents to read, update, print, etc.



### 3.1 Database window buttons










The following buttons are located at the top of the database window. When pressed, they function as described. Detailed information can be found on the referenced page.

Button:	Description:	Detailed Information:
 New Document	<b>New Document</b> creates a new document	See page <b>8</b>
 Edit Document	<b>Edit Document</b> edits the selected document	See page <b>16</b>
 Print	<b>Print</b> prints the selected document(s)	See page <b>19</b>
 Email Document Link(s)	<b>Email Document Link(s)</b> sends an email message with an interactive link, which when clicked, takes you directly to the document in the database	See page <b>21</b>
 Show/Hide Horizontal Scroll Bar	<b>Show/Hide Horizontal Scroll Bar</b> turns on or off the horizontal scroll bar at the bottom of the view window	See page <b>4</b>
 Move To Folder...	<b>Move To Folder</b> adds the selected document(s) to your personal "My Doc Folder"	See page <b>7</b>
 Remove From Folder	<b>Remove From Folder</b> removes the selected document(s) from your "My Doc Folder"	See page <b>7</b>


## 3.2 Navigation Pane

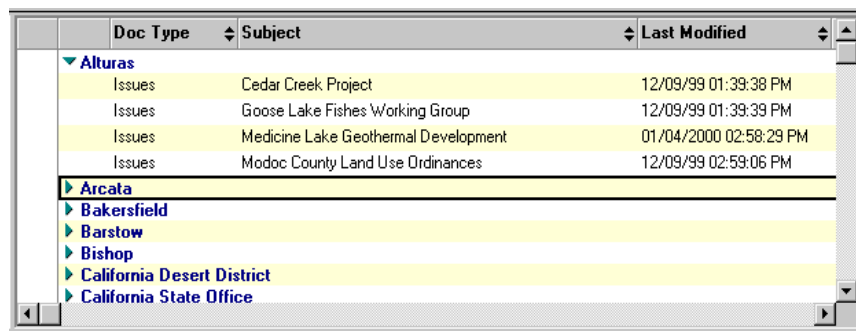
The Navigation Pane lists all views and folders in the database. The views are virtual groupings of all documents. It is important to know that each document is in the database only once even though it is seen in many views. Deleting a document from any view, removes the document from the entire database. The folder “My Doc Folder” is a personal place to group documents you are most interested in.

The following views and folder are located in the navigation pane. When clicked, documents grouped and sorted by the view/folder name are displayed in the document pane. Detailed information can be found on the referenced page.

View/Folder:	Description:	Detailed Information:
 <b>By Office</b>	<b>By Office</b> lists documents by office	See page 5
 <b>By Author</b>	<b>By Author</b> lists documents grouped by the author of the document	See page 6
  <b>By Doc Type</b>  <b>Issues</b>  <b>Program Status</b>  <b>Project Status</b>  <b>Director Bullets</b>	<b>By Doc Type</b> displays a list of views for each doc type: <b>Issues</b> lists documents grouped by issues. <b>Program Status</b> lists documents grouped by program status. <b>Project Status</b> lists documents grouped by project status. <b>Director Bullets</b> lists documents grouped by director bullets	See page 6
 <b>My Doc Folder</b>	<b>My Doc Folder</b> lists documents you are most interested in	See page 7

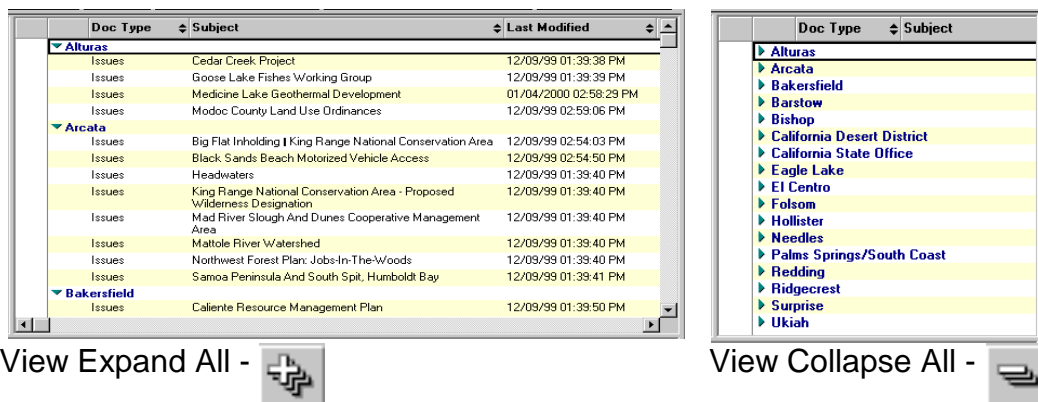
## 3.3 Document Pane

The document pane displays a list of documents arranged according to the view selected. Some views group the documents in categories such as office or doc type. These categories are depicted by a small green “twistie” . To expand the category, click once on the twistie, click again to collapse the category.





To expand or collapse all categories at one time, press the “View Expand All” or “View Collapse All” buttons in the Lotus Notes toolbar at the top of the main window.




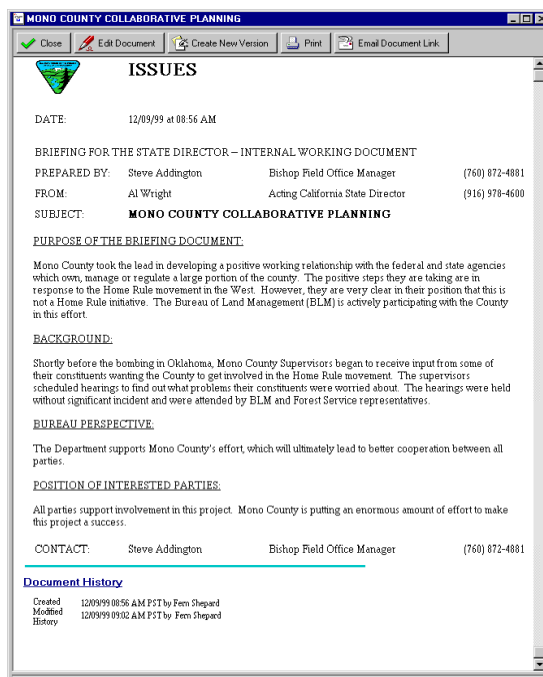
### 3.3.1 Show/Hide Horizontal Scroll Bar



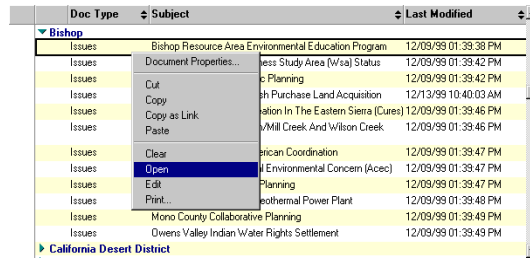
Press the “Show/Hide Horizontal Scroll Bar” button at the top of the window to display the scroll bar at the bottom of the document pane. This will allow you to see all information in the document pane.


### 3.3.2 Opening a document to read

To see the contents of any document, expand a category in any view and double click the document of interest. This will open the document in READ mode. When done press the  button at the top of the window.



Alternatively, right clicking on any document in a view will display a menu with several options. Drag your mouse pointer down and click open to view the document in READ mode.




Again, press the  Close button at the top of the document window when done.

## Section 4 - Views

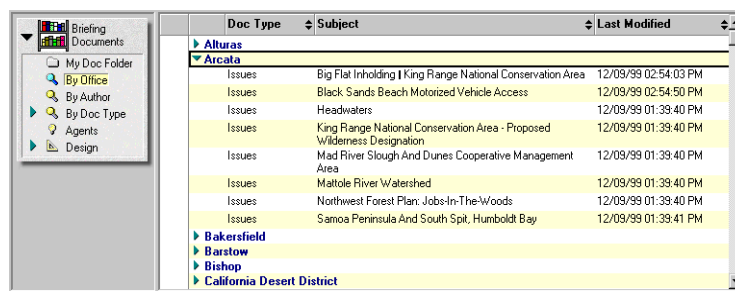
Views and folders are virtual groupings of all documents in the database. It is important to know that each document is in the database only once even though it is seen in many views. Deleting a document from any view or folder, **removes** the document from the **entire** database.


### 4.1 By Office

The “By Office” view displays a list of office categories in the document pane with documents relating to that office under them. Expand a category to see the documents by clicking on the green “twistie”  next to the category name. Collapse the category by clicking the green twistie again.


A briefing document may appear under more than one office. For example, an issue paper on Desert Tortoises may appear under Palm Springs, El Centro, Needles, Barstow, and California Desert District.

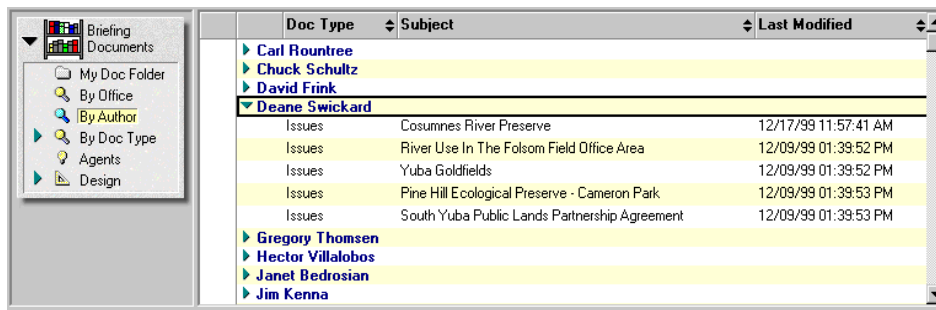
Upon expanding the category, a list of documents with the document type, subject of the document, and the date the document was last modified will appear.




Press the  Show/Hide Horizontal Scroll Bar button to display the scroll bar if needed to see all information in the document pane.

## 4.2 By Author

The “By Author” view display a list of author categories in the document pane. Expand any category to display a list of documents which that author created. Expand or collapse a category by pressing the green “twistie” .



Press the  Show/Hide Horizontal Scroll Bar button to display the scroll bar if needed to see all information in the document pane.

## 4.3 By Doc Type

The “By Doc Type” view displays a list of views for each document type. Clicking on one of these views will display a list of documents, categorized by office, for that document type.



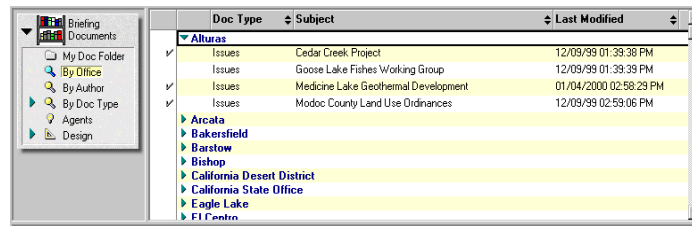
Click one of these views to list the documents related to that document type.


## 4.4 My Doc Folder My Doc Folder

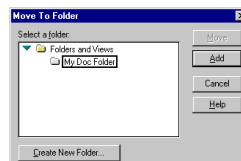
The folder “My Doc Folder” is a personal place to group documents you are most interested in. Clicking on this folder will list documents you have added to the folder.

### 4.4.1 Adding documents to this folder:

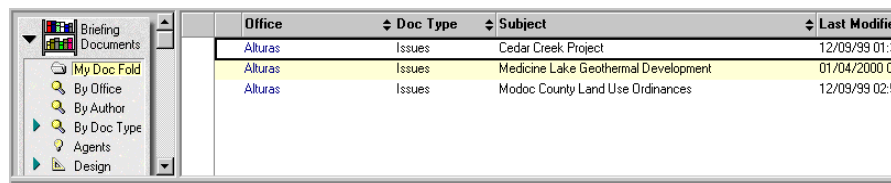
To add documents to this folder, select one or more documents from any view by clicking and placing a check mark in the left margin next to the document(s) you are interested in.



Press the  Move To Folder... button at the top of the window. A dialog box will appear. Select the “My Doc Folder” and press the “Add” button.




Click on the My Doc Folder in the navigation pane, and the documents you are interested in will appear in the document pane.



### 4.4.2 Removing documents from this folder:

To remove documents from this folder, select one or more documents by clicking and placing a check mark in the left margin next to the document(s) you wish to remove.

Press the  Remove From Folder button. The selected documents will no longer appear in the folder.





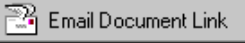

**DO NOT delete documents. This will permanently remove them from the database!**

## Section 5 - Documents

### 5.1 Buttons in the document window

Some buttons in the document window appear only when the document is in certain “modes”. For example the “Edit Document” button does not appear when the document is being edited or if you are creating a new document.


In the chart below, an “x” has been placed under the mode(s) where each button will appear. For detailed information, see the referenced page:

Button:	<u>Mode</u>			Description	Detailed Information
	N e w	E d i t	R e a d		
 Close	x	x	x	<b>Close</b> closes the document	
 Edit Document			x	<b>Edit Document</b> places the document in edit mode if you have edit permissions	See page <b>16</b>
 Create New Version			x	<b>Create new Version</b> creates a new version of the document	See page <b>15</b>
 Print	x	x	x	<b>Print</b> prints the document	See page <b>19</b>
 Email Document Link			x	<b>Email Document Link</b> sends an email message with an interactive link, which when clicked, takes you directly to the document in the database	See page <b>20</b>
 Show/Hide Page Breaks	x	x		<b>Show/Hide Page Breaks</b> shows or hides page breaks on the document	See page <b>8</b>

### 5.2 New Documents

From any view, click the  button at the top of the window.

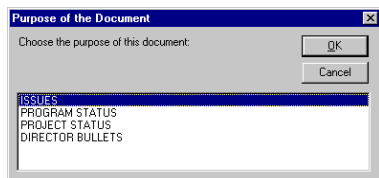
You will be prompted to enter a purpose and scope for the new document. After these prompts are answered, a blank input form will be displayed. Tab or click in each field to advance through the form. Try to limit the document to one page. Press the

 button to display page breaks on the form.

Following are the prompts and input fields for new documents:

### 5.2.1 Purpose

You will be prompted to select the “Purpose” of the document: Issue, Program, Project, Director Bullets. Click “OK” when done.



**Issues** - these are important topics which have come under public scrutiny, and often times are disputed by opposing constituents (ex. Ward Valley)

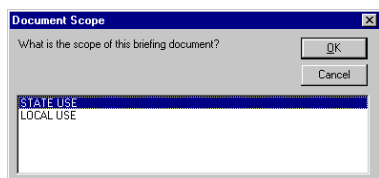
**Program Status** - these documents provide the current status of a program and provides information such as amount of acres, number of projects, revenues, etc. (ex. Geothermal)

**Project Status** - these documents provide the current status of a particular project. The background may include funding requests, project description, milestones, chronology of events, etc. (ex. Carrizo Plain prehistoric cultural legacy grant)

**Director Bullets** - these documents are used by our budget staff for annual work plan submission

### 5.2.2 Scope

Next you will be prompted to select the “Scope” of the document: State Use or Local Use.



**State Use** – These documents are the official statewide documents. Everyone with access to the Bureau’s Lotus Notes system has read capabilities.

**Local Use** – These documents are for use in your local office with local constituents.

### 5.2.3 Blank input forms:

Depending on the purpose of the document you will be presented with 1 of 2 forms:

#### 1. Issues, Program Status, Project Status

Untitled

Close Show/Hide Page Breaks Print


**Document Setup**

**Who can make changes to this document?**  
Fern Shepard/CASO/CA/BLM/DOI

**Which field offices are involved in this document?**  
California State Office

**Who will be the point of contact for this document?**  
Fern Shepard/CASO/CA/BLM/DOI Computer Specialist (916) 978-4547

---

 **ISSUES**

DATE: at

BRIEFING FOR THE SECRETARY

PREPARED BY: Fern Shepard/CASO/CA/BLM/DOI Computer Specialist (916) 978-4547

FROM: Al Wright/CASO/CA/BLM/DOI Acting California State Director (916) 978-4600

SUBJECT:

PURPOSE OF THE BRIEFING DOCUMENT:  
N/A

BACKGROUND:  
N/A

BUREAU PERSPECTIVE:  
N/A

POSITION OF INTERESTED PARTIES:  
N/A

CONTACT: Fern Shepard Computer Specialist (916) 978-4547

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**Document History**

Created	01/10/2000 09:00 AM PST by Fern Shepard
Modified	Not modified
History	

This is the protected text area of the form.

## 2. Director Bullets

Untitled

Close Show/Hide Page Breaks Print


**Document Setup**

**Who can make changes to this document?**  
Fern Shepard/CASO/CA/BLM/DOI

**Which field offices are involved in this document?**  
California State Office

**Who will be the point of contact for this document?**  
Fern Shepard/CASO/CA/BLM/DOI Computer Specialist (916) 978-4547

---

 **NEW DOCUMENT**

FISCAL YEAR: 2000

SUBJECT:

LOCATION:

BENEFITS:








COST:

BODY:

This is the protected text area of the form.



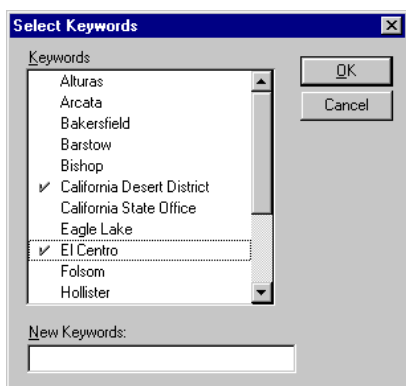
**5.2.4** Document Setup questions are answered by making a selection in a pop-up window.

State Use	Local Use
<p>▼ <b>Document Setup</b></p> <p><b>Who can make changes to this document?</b>  <input type="checkbox"/> Fern Shepard/CASO/CA/BLM/DOI </p> <p><b>Which field offices are involved in this document?</b>  <input type="checkbox"/> California State Office </p> <p><b>Who will be the point of contact for this document?</b>  <input type="checkbox"/> Fern Shepard/CASO/CA/BLM/DOI    Computer Specialist </p>	<p>▼ <b>Document Setup</b></p> <p><b>Who can read this document?</b>  <input type="checkbox"/> Fern Shepard/CASO/CA/BLM/DOI </p> <p><b>Who can make changes to this document?</b>  <input type="checkbox"/> Fern Shepard/CASO/CA/BLM/DOI </p> <p><b>Which field offices are involved in this document?</b>  <input type="checkbox"/> California State Office </p> <p><b>Who will be the point of contact for this document?</b>  <input type="checkbox"/> Fern Shepard/CASO/CA/BLM/DOI    Computer Specialist </p>

To answer document setup questions click the down arrow button at the end of each question to display the appropriate pop-up window. Click on the appropriate response and click OK.

For example, under “Who can make changes to this document?”, click the down arrow button. A window displays the BLM Address Book. Select the individuals who can make changes, click the add button, and click OK when finished.

To make changes to “Which field offices are involved in this document?”, click the down arrow button to display a list of offices in California. Select the appropriate office(s) and click OK when finished.



*You may select more than one office. For example, a paper on the Desert Tortoise may involve more than one Southern California field office, in addition to the California Desert District office.*

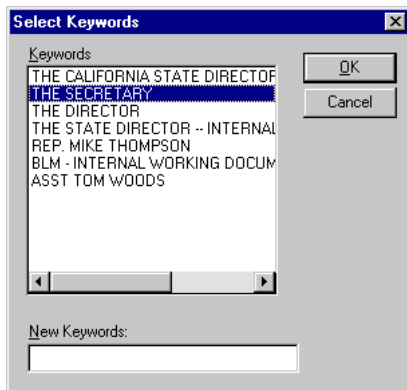
## 5.2.5 Document Fields for Issues, Program Status, and Project Status:

### DATE:

The current date and time will insert automatically when you save your document to the database.

### BRIEFING FOR:

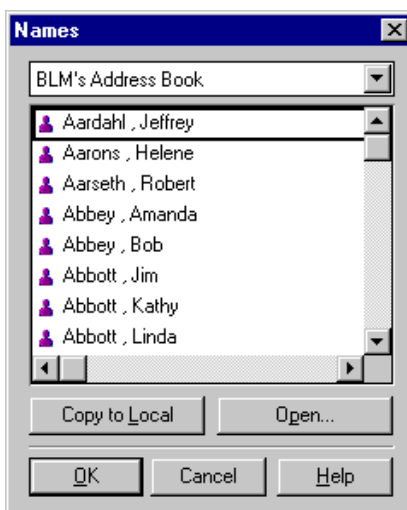
Choose who this briefing document is being prepared for by clicking on the down arrow button located in the blank field.



A pop-up window will display the current choices. Highlight one of the existing choices, or enter a new choice in the “New Keywords” text box, click OK.

### PREPARED BY:

The author of the briefing document should be the Staff Resource Specialist or Field Office Manager, someone most familiar with the document and its content. Click the down arrow button to display the BLM address book.



Highlight the name of the author and click OK.

**FROM:**

In most cases, the paper will be from the State Director. Click the down arrow button to display the BLM address book.

Highlight the appropriate name and click OK.

**SUBJECT:**

Enter the subject of your document.

**PURPOSE OF THE DOCUMENT:**

Enter a summary of the issue, program, or project. What is the problem? Why is this an issue? Be brief (one sentence).

**BACKGROUND:**

Here you will explain in detail the background of the issue, program, or project. Be descriptive and don't leave out important details, time lines, etc.

**BUREAU PERSPECTIVE:**

Enter the Bureau's position on the issue, program, or project. Do they support or oppose it? No more than one or two sentences.

**POSITION OF INTERESTED PARTIES:**

What is the position of your constituents and other interested parties. Do they support or oppose it? No more than one paragraph.

**CONTACT:**

This field will insert the "point of contact" you selected in the document setup.

**5.2.6 Document Fields for Director Bullets:**

Director Bullets are generally used by the budget staff to outline project funds with Washington. Note, when the bullets are sent to the printer, text in **blue** will not print.

**FISCAL YEAR:**

Select a fiscal year from the list.

**SUBJECT:**

Enter a subject for these bullets.

**LOCATION:**

Enter the location or office this bullet pertains to.

**BENEFITS:**

Specify who this project benefits.

**COST:**


Enter the cost of the project, numbers only.

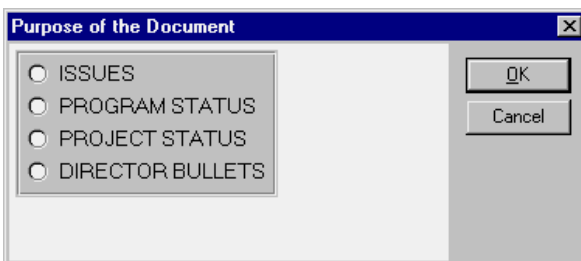
**BODY:**

Enter the full description of the project.

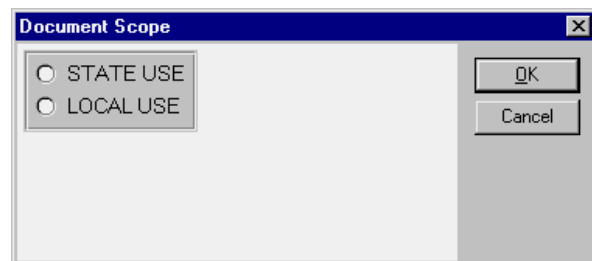
### 5.3 Creating new versions of existing documents

To create a new version of an existing document, you must first be viewing the document in READ mode (see section 3.3.2 for instructions on opening a document to read).

Press the  Create New Version button at the top of the window and you will be prompted to select the purpose and scope of the document:



The 'Purpose of the Document' dialog box has a title bar with a close button. It contains a list box with four radio button options: ISSUES, PROGRAM STATUS, PROJECT STATUS, and DIRECTOR BULLETS. To the right of the list box are two buttons: OK and Cancel.



The 'Document Scope' dialog box has a title bar with a close button. It contains a list box with two radio button options: STATE USE and LOCAL USE. To the right of the list box are two buttons: OK and Cancel.

#### 5.3.1 Contents of new version documents

**Issues, Program Status, Project Status:** The entire contents of the existing document will be copied to the new document. The author of the document, who can make changes to the document, who can read the document (local use versions) and the point of contact for the document will default to the person creating the new version. These items should be checked to ensure they are correct.

**Director Bullets:** Director bullets are formatted differently from issues, program status, and project status documents and contain the following fields: Fiscal Year, Subject, Location, Benefits, Cost, and Body.

The subject field is copied as is from the source document. The fiscal year, location, benefits, and cost fields must be entered by the user. The body field is copied from the following fields in the source document: purpose of document, background, bureau perspective, and position of interested parties. The body field can be edited as desired.


### 5.3.2 Limitations

Existing Director Bullets can only be “copied” as director bullets.

## 5.4 Editing Documents

### 5.4.1 Editing documents in a view

From any view, select the document you would like to edit by clicking once on that document.

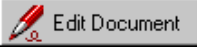
Press the  button at the top of the window. The document will be brought into edit mode if you have permissions.

Make edits or updates to the document and check the spelling.

Press the  button.

A pop-up window will ask “Do you want to save your changes?”. Selecting **Yes**, will update the original document in the database. Selecting **No**, discards your updates, returns you to the previous mode, and does nothing to the original document. Selecting **Cancel**, returns you to the document in edit mode.

### 5.4.2 Editing a document in read mode

If you are viewing the document in read mode, press the  button at the top of the window. Again, the document will be brought into edit mode only if you have edit permissions.

Make edits or updates to the document and check the spelling.

Press the  button.

A pop-up window will ask “Do you want to save your changes?”. Selecting **Yes**, will update the original document in the database. Selecting **No**, discards your updates, returns you to the previous mode, and does nothing to the original document. Selecting **Cancel**, returns you to the document in edit mode.

## 5.5 Deleting Documents

From any view, select the document(s) you would like to delete by clicking and placing a check mark in the left margin next to the document(s).

	Doc Type	Subject
▶	Carl Rountree	
▶	Chuck Schultz	
▶	David Frink	
▼	Deane Swickard	
✓	Issues	Cosumnes River Preserve
	Issues	River Use In The Folsom Field Office Area
✓	Issues	Yuba Goldfields
	Issues	Pine Hill Ecological Preserve - Cameron Park
	Issues	South Yuba Public Lands Partnership Agreement

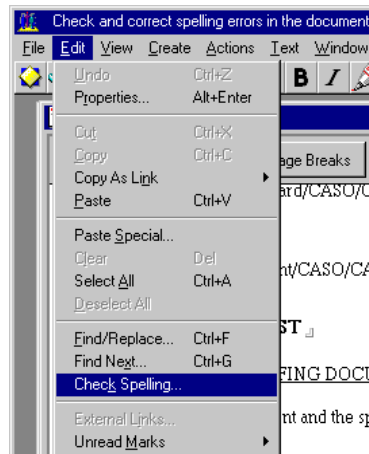
Press the delete key on your keyboard. This will mark the document(s) for deletion and place a trash can icon next to the document .


**It is important to know that each document is in the database only once even though it is seen in many views. Deleting a document from any view or folder, removes the document from the entire database.**

You will be prompted as to whether or not you want to permanently delete the document(s) when you close the database or press the refresh function key (F9).

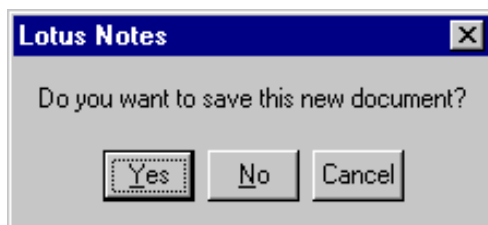
## Section 6 - Spelling Check

The spell check utility can be used while creating a new document or editing an existing document. To use, select **Edit, Check Spelling** from the main menu bar.



The spell check utility works as it does with any word processing program. When finished, click the  button at the top of the window. This will prompt you to save the document.

Clicking **Yes** will save the document and any spelling changes you have made to the database. Clicking **No** will leave the document as it was before any changes were made. Pressing **Cancel** will return you to the document.




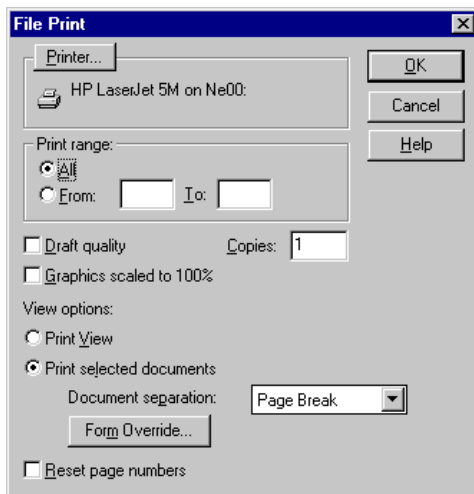
## Section 7 - Printing Briefing Documents

### 7.1 Printing from a view

From any view, select the document(s) you would like to print by clicking and placing a check mark in the left margin next to the document(s).

	Doc Type	Subject
	▶ Carl Rountree	
	▶ Chuck Schultz	
	▶ David Frink	
	▼ Deane Swickard	
✓	Issues	Cosumnes River Preserve
	Issues	River Use In The Folsom Field Office Area
✓	Issues	Yuba Goldfields
	Issues	Pine Hill Ecological Preserve - Cameron Park
	Issues	South Yuba Public Lands Partnership Agreement

Press the  **Print** button at the top of the window and a “File Print” dialog box will appear.



**Choose the “View options” you would like to use:**


**Print View** to print a listing of all documents in the current view

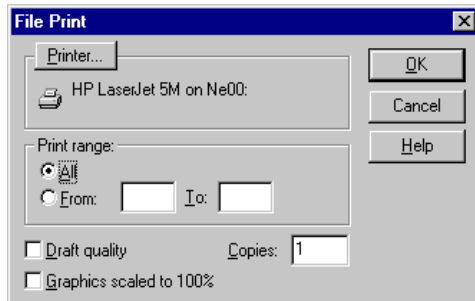
**or**

**Print Selected Documents** to print the contents of the selected document(s)



## 7.2 Printing while reading or editing


While reading or editing a document, press the  print button at the top of the window to print that document.



Select any desired options and press **OK**.


## Section 8 - Emailing Briefing Documents

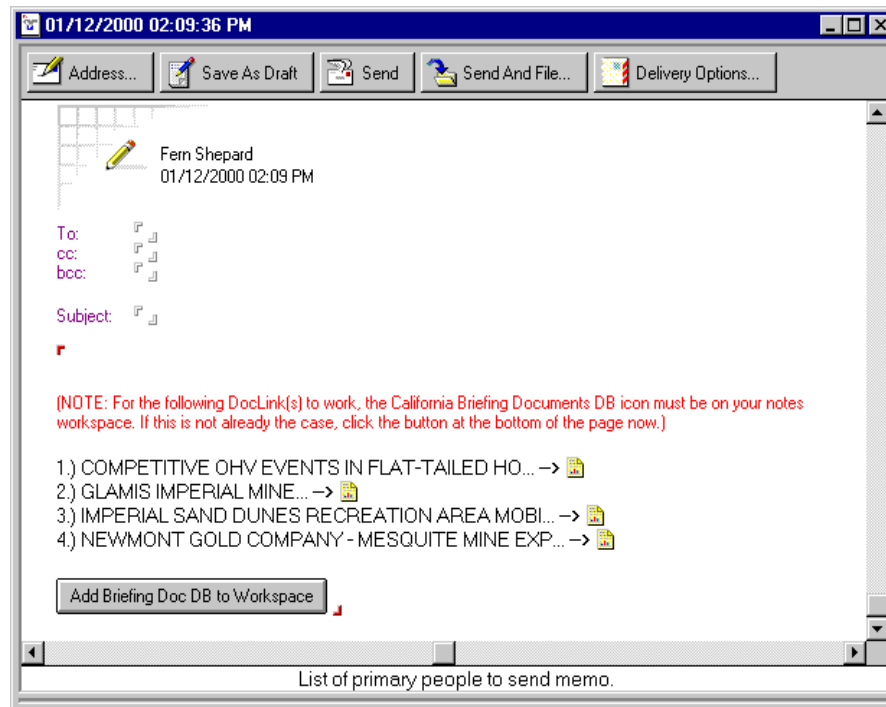
### 8.1 Email an Interactive Link

**8.1.1** Single document link: When viewing a document in read mode, press the  Email Document Link button at the top of the window to send just that document link to anyone you like. Again, an email window will appear with the document link in the body of the message. Fill out the required information and press the send button.

**8.1.2** Multiple document links: from any view, select the document(s) you would like to email by clicking and placing a check mark in the left margin next to the document(s).

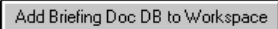
	Doc Type	Subject
▶	Carl Rountree	
▶	Chuck Schultz	
▶	David Frink	
▼	Deane Swickard	
✓	Issues	Cosumnes River Preserve
	Issues	River Use In The Folsom Field Office Area
✓	Issues	Yuba Goldfields
	Issues	Pine Hill Ecological Preserve - Cameron Park
	Issues	South Yuba Public Lands Partnership Agreement

Press the  Email Document Link(s) button at the top of the window and an email window will appear with the document link(s) in the body of the message.



Enter whom you would like to send the link(s) to, a subject, and add any other text to the body of the email.

Press the “Send” button.

The recipient must first add the briefing document icon to their desktop by pressing the  button (see Appendix A for instructions on manually adding the icon). After the icon is added to the desktop, click one of the document links in the message and the “live” document will be opened in read mode.

Note: “Live data” means that if a message was sent at 10:00 am, and the receiver opens the message at 1:00 pm, he will see the updates made to the briefing document at 12:00 noon.

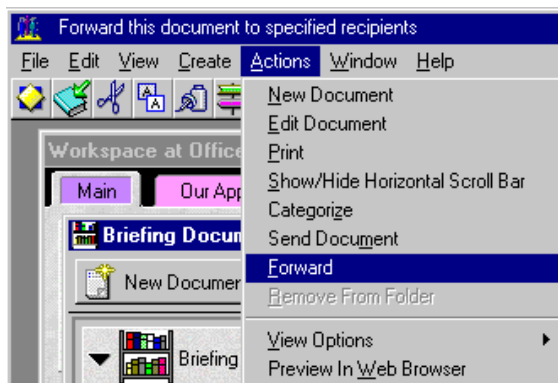
## 8.2 Email as a Text Message

**8.2.1** Single document: When viewing a document in read mode, select **Action, Forward** from the main menu. The contents of the current document will be placed as text in the body of an email message. This text is “static” and is not “tied” to the database in any way.

**8.2.2** Multiple document: From any view, select the document(s) you would like to email as text by clicking and placing a check mark in the left margin next to the document(s).

	Doc Type	Subject
▶	Carl Rountree	
▶	Chuck Schultz	
▶	David Frink	
▼	Deane Swickard	
✓	Issues	Cosumnes River Preserve
	Issues	River Use In The Folsom Field Office Area
✓	Issues	Yuba Goldfields
	Issues	Pine Hill Ecological Preserve - Cameron Park
	Issues	South Yuba Public Lands Partnership Agreement

From the main menu, select **Action, Forward**. The contents of the briefing documents(s) will be placed as text in the body of an email message. This text is “static” and is not “tied” to the database in any way.



Complete your email message and click **Send**.

## Section 9 - System Permissions

All BLM-CA employees have permissions to read statewide documents and create new documents.

This system is administered by the California State Office of External Affairs and Information Resource Management. For information or assistance, contact: Mary Lou West, 916-978-4612, Paul Oritz, 916-978-4564, Fern Shepard, 916-978-4547.

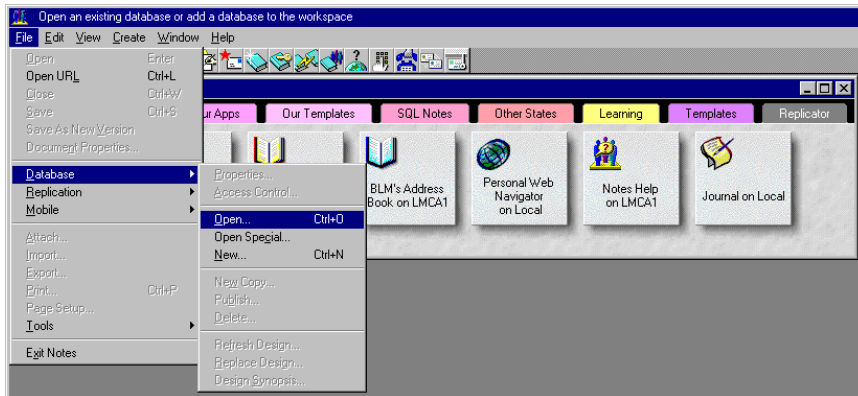
## Appendices

## Appendix A: Opening the Database for the first time.

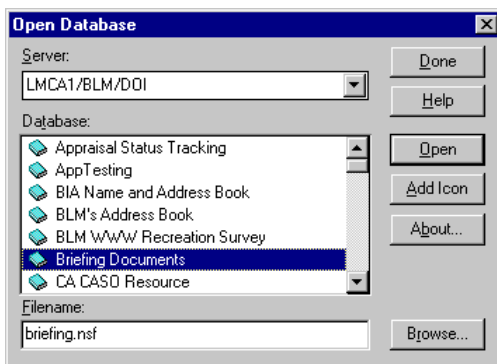
Procedures for placing the Briefing Document icon on your Lotus Notes desktop:

**NOTE: This only has to be done ONCE to get the database icon on your desktop!!**

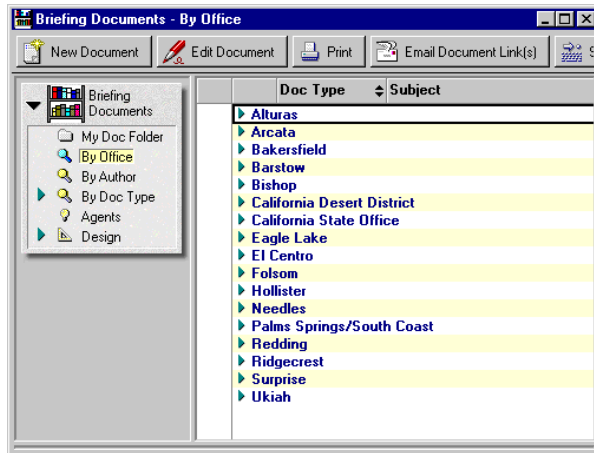
1. From the Lotus Notes Main Workspace choose **File, Database, Open** as shown below:



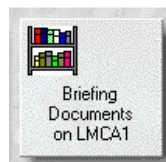
2. From the “Open Database” window, choose **LMCA1/BLM/DOI** from the Server drop down list, then highlight the **Briefing Documents** database and click **Open**.



3. This places the “Briefing Documents” Icon on your desktop and opens the database for use.



4. When finished using the database, close by clicking the “x” in the upper right hand corner of the database window. Note, this will not remove the icon from your desktop.
5. To open the Briefing Documents database in the future, double click the Briefing Documents icon on your desktop.

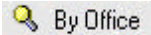




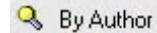
## Quick Reference Card

### Views

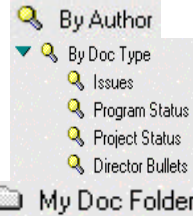
To list documents sorted by Office, click . . . . .



To list documents sorted by Author, click . . . . .



To list specific document types, click . . . . .



To list documents you're interested in, click . . . . .

**Selecting a Document** From any view, click once on the document of interest or select one or more documents by clicking and placing a check mark in left margin next to the document(s) of interest.

**Reading a Document** From any view, double click the document of interest.

**Deleting a Document** From any view, select the document(s) to delete. Press the Delete key on the keyboard. Press F9 to delete the selected documents. WARNING, this will permanently remove the documents from the database.

**Emailing document(s) as text** From any view, include the selected document(s) in an email message by clicking Action, Forward on the main menu bar, or while in read mode, email the current document using the same Action, Forward function from the main menu bar.

**Running Spell Check** While in new or edit mode, check spelling on the current document by clicking Edit, Check Spelling on the main menu bar.

### Document Purpose

Issue - an important topic which has come under public scrutiny.

Program Status - used to provide current status and may contain information such as acres, revenues, etc. such as Geothermal.

Project Status - used to provide current status and may include funding requests, milestones, etc. such as Carrizo Plain prehistoric cultural legacy grant.

Director Bullets - used by our budget staff for annual work plan submission.

### Document Scope

State Use - Official statewide documents that can be read by everyone.

Local Use - Used in local office and can be read by those designated by the author.

### Buttons



While in new, edit, or read mode, closes the current document.



From any view, create a new document.



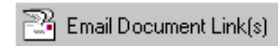
While in read mode, create a new version of the current document.



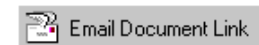
From any view, edit the selected document, or while in read mode, edit the current document.



From any view, print the selected document(s), or while in new, edit, or read mode, print the current document.



From any view, send an email message with interactive link(s) to the selected document(s)



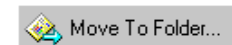
While in read mode, send an email message with an interactive link to the current document.



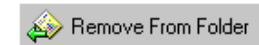
From any view, turn on or off the horizontal scroll bar at the bottom of the view window



While in new or edit mode, show or hide page breaks on the current document.



From any view, add the selected document(s) to your personal "My Doc Folder".



From the My Doc View, remove the selected document(s) from your personal "My Doc Folder".

For further assistance contact:

Mary Lou West,	External Affairs	(916) 978-4612
Paul Ortiz,	IRM	(916) 978-4564
Fern Shepard,	IRM	(916) 978-4547